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ABSTRACT

The 197[illegible] faculty handbook for Eastern Illinois University covers: (1) mission and scope of the university; (2) professional duties of the instructional staff; (3) organization of the university; (4) personnel policies and procedures; (5) instructional information; (6) faculty benefits, services, and facilities; and (7) cultural, social, and recreational opportunities. (Author/KE)

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FACULTY HANDBOOK

EASTERN ILLINOIS UNIVERSITY

Charleston, Illinois

U.S. DEPARTMENT OF HEALTH
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THE FACULTY HANDBOOK

OF

EASTERN ILLINOIS UNIVERSITY

As a companion to the By-Laws and Policies of the Board of Governors, the Faculty Handbook provides present and prospective members of the faculty an introductory understanding of the purposes of the university and an idea of the general rules under which the university operates. New faculty members, especially, will find that the handbook contains answers to many common questions about university policies and procedures.

Charleston, Illinois

1974

MISSION AND SCOPE OF THE UNIVERSITY

The primary role of Eastern Illinois University is to offer to qualified students a strong, comprehensive undergraduate program in the liberal arts and sciences and in professional areas. Complementing and building upon the undergraduate curriculum, the graduate school provides programs of excellence at the master's level in selected fields and at the specialist's level in education. As a regional center, Eastern Illinois University devotes its resources, services, and cultural opportunities to a large area. These contributions are directed toward encouraging citizens to make wise choices and decisions which will improve the general welfare and betterment of the geographical area.

Since Eastern Illinois University is a relatively small senior state-supported university, it emphasizes quality as a chief operating principle. The tradition and philosophy of "infinite riches in a little room" demands academic excellence on the part of faculty and students--faculty selected for their competence in teaching and dedication to scholarship, students selected for their intellectual promise and desire to benefit by a university education. Further, such a philosophy is fostered in an atmosphere of mutual respect that is generated by a cohesive residential campus which promotes close teacher-learner relationships and which challenges and encourages the maximum in individual self-development, achievement, and fulfillment.

The chief interest of this university is instruction. Its primary aim is to develop the minds of students--to help students learn how to think and reason for themselves, to encourage students toward self-discovery, and to challenge the development of their individual talents. The ultimate purpose of this university is to produce broadly educated responsible citizens who are prepared, through associations and knowledge gained both in and out of the classroom, to serve and to lead in a free society.

Academic excellence and professional competence demand that the faculty be continuously engaged in the free pursuit of knowledge through examination of the past, responsiveness to the present, and openness to the future. Research and the discovery of new knowledge, on the part of both faculty and students, is considered vital to the university's cultural and intellectual development.

PROFESSIONAL DUTIES OF INSTRUCTIONAL STAFF

1. At sometime during the first three class meetings of any class, the instructor should accomplish the following:

   a. Explain to students the objectives of the course and how the particular course fits into the total curriculum and learning process at the university.

   b. Tell students how they will be evaluated and how the final course grade will be determined--weight of term paper, final examination, etc.

   c. Amplify the attendance policy to explain that while grades are not awarded on the bases of attendance and absence, absence from class can have academic consequences. Explain that the student who absents himself without compelling reason is held responsible for the instruction which he misses and has no grounds on which to request extra-class instruction. When a compelling reason such as illness or official university business causes absence, the student should request and receive from the instructor help in making up what he has missed.

   d. Notify students of the location of his office and the regular hours during which he will be available for conference in his office. Explain how students may make appointments. The instructor should reserve a reasonable number of office hours during which students may seek his advice and counsel. He should post a schedule of these hours for each semester on his office door.

   e. If special tutoring services are available in the department, explain to students how to take advantage of this opportunity.

2. In matters of grading the instructor has these duties:

   a. Correct and return student tests and papers promptly.

   b. Plan evaluations so that by mid-semester he has sufficient evidence upon which to base a grade determination. At mid-semester, should the student's work be judged D or F quality, the instructor should personally warn the student of his precarious academic status in the course.

c. Be vigilant to avoid the award of grades on any basis other than achievement in the course.

d. Scrupulously and accurately report grades on all his students by the deadlines established each semester for mid-semester grades, if appropriate, and for final or semester grades.

e. Base requests for grade changes only upon actual miscalculations or mistakes in marking.

3. Except for emergency reasons approved by the chairman of the department, instructors should meet classes as scheduled, including final examination periods. If an instructor plans to be absent from class he is expected to arrange with his department chairman that the class is met and taught by a competent instructor or, that special work is assigned for the class during his absence. In any case the learning process must not be interrupted.

   Should a student request a special final examination time for himself or request to take the final examination with another section of the course taught by the instructor, the instructor, considering the merits of the case and especially the matter of whether or not the student may be overloading his schedule, may grant the request. Unless approval is obtained from the chairman of the department and the appropriate dean, the instructor must give his individually arranged final examination during the calendar period scheduled for final examinations. When any individually arranged final examination is given, the instructor is responsible for arranging the examination and for reporting the student's grade with the proper section. In any case, the instructor must also give the final examination in his course at the regularly scheduled time unless he has the approval of the Dean, Student Academic Services.

4. In no case should an instructor discuss the merits or demerits of another teacher with students.

5. Assignments should be made keeping in mind that the student has other lessons which he must prepare and other instructors who have an equal claim on the students' effort. A good rule of thumb is that the ordinary 50 minute class should require not much less than or any more than 100 minutes of student preparation.

6. Instructors who are teaching courses in the general education portion of the curriculum should remain aware that these courses are to be taught as general education, not as courses in a particular major.

7. Instructors should spend a few minutes in each class during a semester notifying students of the continuing problem of mutilation of periodicals and reference books in the library and asking their cooperation in solving this problem. It should be pointed out that in preparing reading assignments and term papers the same materials will undoubtedly be used by a number of students. Therefore, it is important to all students that materials remain intact and available.

ORGANIZATION OF THE UNIVERSITY

Eastern Illinois University is one of five state universities (the other four are Chicago State University, Governors State University, Northeastern Illinois University, and Western Illinois University) under the general jurisdiction of the Board of Governors of State Colleges and Universities, to whom the President is finally responsible for the operation and welfare of Eastern.

The Board of Governors is given authority and responsibility for determination of policy and for the general administration of the institutions under its jurisdiction. The Board publishes a bulletin entitled "By-Laws and Governing Policies". Copies may be obtained from the Office of the President.

The Board has provided that the administration of each university be the immediate responsibility of its President, who in turn presents monthly reports to the Board on the operation of the university.

I. ADMINISTRATIVE DIVISIONS

Eastern is functionally organized into four areas, each headed by a Vice President: Academic Affairs, Student Affairs, Administrative Affairs, and Business Services.

ACADEMIC AFFAIRS

College of Arts and Sciences

- Department of Botany
- Department of Chemistry
- Department of Economics
- Department of English
- Department of Foreign Languages
- Department of Geography and Geology
- Department of History
- Department of Library Science
- Department of Mathematics
- Department of Philosophy
- Department of Physics
- Department of Political Science
- Department of Psychology
- Department of Sociology and Anthropology
- Department of Speech-Communications
- Department of Speech Pathology and Audiology
- Department of Zoology

Division of Life Science

School of Education

- Department of Educational Administration and Supervision
- Department of Educational Psychology and Guidance
- Department of Elementary and Junior High School and Special Education
- Department of Instructional Media
- Department of Secondary Foundations and Special Education

School of Business

- Department of Accounting
- Department of Business Educationaland Administrative Office Management
- Department of Management
- Department of Marketing

School of Fine Arts

- Department of Art
- Department of Music
- Department of Theatre Arts

School of Health, Physical Education and Recreation

- Department of Health Education
- Department of Physical Education
- Department of Recreation

School of Home Economics

- Department of Home Economics
- Department of Home Economics Education

School of Industrial Arts and Technology

- Industrial Arts Education
- Industrial Technology

Graduate School

Library Services

Continuing Education and Community Services

Audio-Visual Center

Student Academic Services

Academic Advisement; Records; Registration; Textbook Library

STUDENT AFFAIRS

Admissions, School and College Relations; Career Planning and Placement

Student Personnel Services: Personnel Deans; Counseling and Testing Services; Financial Aids; Health Services; International Students; Student Activities and Organizations; University Union; Veterans' Services; Security.

Student Housing: Residence Halls; Residence Hall Food Services; Married Student Apartments.

ADMINISTRATIVE AFFAIRS

Computer Services
Institutional Research
Non-academic Services
Budget Officer

BUSINESS SERVICES

Accounting
Payroll
Purchasing
Service Enterprises: (Mail, Central Stores, University Vehicles, Central Receiving, Telephone Service)
Physical Plant
Internal Audit

OFFICE OF THE PRESIDENT

Athletics
University Relations and Alumni Services

II. FACULTY GOVERNMENT

Several statements in "By-Laws and Governing Policies" stress that the faculty shall participate in the decision-making process. This participation is accomplished formally at Eastern through the Faculty Senate and the various committees, councils, and boards described below.

FACULTY SENATE

The Faculty Senate is composed of fifteen faculty members elected by the faculty to participate with the administration and teaching faculty in matters of policy. Faculty members eligible for election to the Senate are those not members of major committees.

The Senate may consider any matters of concern to the faculty and make recommendations to the President or the faculty. The Senate may act upon problems initiated within the Senate, presented to the Senate by one or more members of the faculty, or referred to the Senate through the administration.

UNIVERSITY PERSONNEL COMMITTEE

The Personnel Committee consists of four members, each of whom serves a four-year term, the first year as an alternate member. The Faculty Senate conducts the election of the members of the Personnel Committee, who are nominated and elected by a vote of the faculty in essentially the same manner as are the members of the Faculty Senate.

The Committee represents the faculty in those phases of administration which pertain to procurement, promotion in rank and salary, tenure, leaves, recognition, and dismissal of teaching and administrative personnel. The Personnel Committee is encouraged to consult with the Faculty Senate, particularly on matters which involve the formulation of policies affecting a large number of the faculty.

COUNCIL ON FACULTY RESEARCH

The membership of the Council on Faculty Research consists of the Dean of Graduate Studies and Research (Executive Officer) and six members to be elected from the faculty at large for three-year overlapping terms.

The Council reviews University policies with respect to faculty research and recommends changes to appropriate agencies and officers when it finds changes desirable. The Council considers all proposed research projects submitted to the Director by faculty members, determining which projects are to be forwarded, through the Director, to the Provost for final consideration, and especially noting any proposals which call for released time for a faculty member and are subject to ultimate consideration by the President.

COUNCILS AND COMMITTEES RELATED TO THE CURRICULUM

The Council on Academic Affairs consists of nine faculty members, elected by the faculty at large for three-year overlapping terms, and two students. The Vice President for Academic Affairs (Executive Officer) is an ex officio member of the Council, without vote.

Responsibilities of the Council relate chiefly to changes in undergraduate offerings, requirements, and academic standards.

The Council on Graduate Studies includes three members of the graduate faculty elected from the College of Arts and Sciences, three members of the graduate faculty elected from the Schools, and two graduate students. The Dean of Graduate Studies and Research is the executive officer, without vote. The Vice President for Academic Affairs and the Director of Library Services are ex officio members without vote.

The responsibilities of the Council relate chiefly to changes in graduate offerings and requirements.

The Council on Teacher Education consists of ten elected members and two ex officio members without vote. Each of the following elect one representative to the Council: Department of Elementary and Junior High School and Special Education; School of Education; School of Business; School of Health, Physical Education and Recreation; School of Home Economics; School of Industrial Arts and Technology; College of Arts and Sciences (sciences and mathematics); College of Arts and Sciences (humanities); College of Arts and Sciences (social studies); and School of Fine Arts. Two students also serve on the Council, one with a major in elementary and junior high school education, and one with a major in secondary education. Ex officio members are the Provost and Vice President for Academic Affairs, and the Dean of the School of Education (Executive Officer).

The Council has responsibilities related to admission to teacher education and specific requirements in teacher education curricula, both graduate and undergraduate.

Curriculum Committees are established within each school and college. Members of these committees are selected by a process determined by each unit. They serve the usual functions of such bodies, subject to the jurisdiction of the above-named councils.

COUNCIL ON UNIVERSITY BUDGET

Members of the Council on University Budget include the President; Vice President for Academic Affairs (Chairman); Vice President for Business Affairs; Vice President for Student Affairs; Vice President for Administrative Affairs; Faculty Senate Budget and Finance Committee (three members); one representative from the Faculty Personnel Committee; two representatives from the Student Senate; University Budget Officer, ex officio; Controller, ex officio.

The function of this Committee is to assist in determining the overall requested budget for the University. The Committee assists in reviewing, analyzing, and approving the establishment of the percentages of the total budget which shall be allocated to line items or to the different areas of the University under the authority of the various vice presidents.

COUNCIL ON UNIVERSITY PLANNING

The membership of the Council on University Planning consists of the Vice President for Administrative Affairs (Chairman); Vice President for Academic Affairs; Vice President for Business Services; Vice President for Student Affairs; Dean of the College of Arts and Sciences; Dean of the School of Education; Dean of the School of Health, Physical Education and Recreation; five members of the faculty appointed by the Faculty Senate; and two members selected by the student government. The Director of Institutional Research acts as secretary.

The function of this Council is to give consideration to substantial changes in direction and new programs, the implications for the University of official acts of the State of Illinois affecting higher education, population figures and enrollment projections for the university as a whole, possible growth in research and public service programs, and land utilization for new buildings and changing utilization of existing buildings.

COUNCIL OF INSTRUCTIONAL OFFICERS

The membership of the Council of Instructional Officers consists of the Vice President for Academic Affairs (Chairman); President (Vice Chairman); Dean of the College of Arts and Sciences; Dean of the School of Education; Dean of the Graduate School; Dean of the School of Business; Dean of the School of Health, Physical Education and Recreation; Dean of the School of Home Economics; Dean of the School of Industrial Arts and Technology; Dean of the School of Fine Arts; Director of the Audio-Visual Center; Director of University Libraries; and Dean, Student Academic Services.

The prime interest of this Council, broadly stated, is continuing consideration of the objectives of the university and an assessment of the extent to which the objectives are being met. Of central concern is the improvement of instruction.

STUDENT-FACULTY BOARDS

The Student-Faculty Boards are basically policy-forming bodies. They should consider recommendations from all sources for alteration of policies as they see fit. All policies should be in alignment with general university policy. Any changes should be discussed with the proper university official. The Boards should also encourage cooperation among common areas of the university. The members should be actively interested in the areas of general responsibility of the Board. It is the Board's responsibility to see that student money is spent in the best possible manner. The Board shall also be aware of all Apportionment By-Laws and be responsible for their enforcement.

The Faculty Senate appoints faculty members to the Student-Faculty Boards and each year designates a faculty co-chairman to serve one year, preferably a member with prior experiences on the Board. The Student Senate appoints student members to the Student-Faculty Boards and each year also designates a student co-chairman to serve one year, preferably a student with prior experience. These provisions also apply to appointments or replacements when vacancies occur.

An advisor of a Board is an ex officio non-voting member. Principal student employees of the Boards (e.g. editors) also are ex officio members. Ex officio non-voting members are as follows:

Apportionment Board	Internal Auditor Dean, Student Personnel Services Director, Student Activities and Organizations Executive Vice President, Student Body
Communications-Media Board	Director, Student Activities and Organizations Publications Advisor Forensics Advisor Radio Advisor Executive Vice President, Student Body
Health Service Board	Dean, Student Personnel Services Director, Student Activities and Organizations Director, Health Service Executive Vice President, Student Body
Intercollegiate Athletic Board	Director, Student Activities and Organizations Director, Athletics Faculty Representative Executive Vice President, Student Body
Performing and Visual Arts Board	Director, Student Activities and Organizations Dean, School of Fine Arts Chairman, Art Department Chairman, Theater Arts Department Executive Vice President, Student Body

Publications Board	Director, Student Activities and Organizations Publications Advisor Executive Vice President, Student Body
Sports and Recreation Board	Director, Student Activities and Organizations Director, Intramurals Advisor, Women's Recreation Association Executive Vice President, Student Body
Traffic and Safety Board	Dean, Student Personnel Services Professor, Driver Education Chief, Security and Traffic Executive Vice President, Student Body

COMMITTEE ASSIGNMENTS

Faculty members participate in the decision-making process of the University by membership on ad hoc committees, as well as through the formally established committees, councils, and boards described above. Committee assignments are in addition to teaching loads but do not interfere with teaching duties. Most committee appointments are made by the Faculty Senate.

PERSONNEL POLICIES AND PROCEDURES

Note: Detailed personnel policies and procedures are covered in a separate document, "Personnel Policies and Procedures."

ACADEMIC FREEDOM

The Board of Governors approves the statement of principles by the American Association of University Professors on academic freedom and academic tenure. It believes that institutions of higher education are conducted for the common good. The common good depends upon the free search for truth and its free exposition. Academic freedom is essential to these purposes and applies to both teaching and research. Freedom in research is fundamental to the advancement of truth. Academic freedom in its teaching aspect is fundamental for the protection of the rights of the teacher in teaching and of the student to freedom in learning. It carries with it duties correlative with rights.

The teacher is entitled to full freedom in research and in the publication of the results, subject to the adequate performance of his other academic duties; but research for pecuniary return should be based upon an understanding with the authorities of the University.

The teacher is entitled to freedom in the classroom in discussing his subject, but he should be careful not to introduce into his teaching controversial matter which has no relation to his subject.

The university teacher is a citizen, a member of a learned profession, and an officer of an educational institution. When he speaks or writes as a citizen, he should be free from institutional censorship or discipline, but his special position in the community entails special obligations. Since he is a man of learning and an educational officer, the public may judge his profession and his institution by his utterances; hence he should at all times be accurate, should exercise appropriate restraint, should show respect for the opinions of others, and should make every effort to indicate that he is not an institutional spokesman.

LEAVES OF ABSENCE

All absences from duty must be reported by the chairman of the department to the appropriate vice president through the dean or director.

Emergency Leave. When an emergency arises and it is necessary for a faculty member to be absent from duty, the department chairman should be notified.

Sick Leave. A faculty member is entitled to a non-cumulative leave, with full pay, for injury or illness in each year of his service, including his first, of twenty calendar days and is entitled to further sick benefits as follows:

Extended sick leave of ten calendar days with full pay for each completed year of service, the unused portion of which in any year is cumulative with no maximum.

University sick leave is available only during the period of academic employment.

Upon recommendation of the appropriate department chairman and subject to approval of the President, a faculty member who has completed at least three full years of service may be granted sick leave with full pay for a period (including annual and extended leave) sufficient to enable him to reach, but not to exceed, the date on which disability benefits under the University Retirement System will be available to him. An employee granted such an advance, but who because of illness or retirement is not able to return to work, shall have the obligation to repay this advance cancelled.

Maternity Leave. The Board of Governors may place a pregnant faculty member on maternity leave either upon her own request or upon the recommendation of the President. This leave may commence at such time and continue not more than six weeks after delivery. Maternity leave shall be without pay; provided, however, that if the pregnant faculty member has completed at least three academic years of continuous service at Eastern before the date upon which maternity leave begins, then she shall be entitled to not more than 30 consecutive calendar days of leave with pay, and maternity leave with pay shall not be counted against her sick leave.

However, if the individual uses up the maternity leave as provided by Board policy, and if her condition is such that additional time off is medically advisable, then she has a right to this time off, up to the limit of available sick leave.

Military Leave. Leaves of absence for military service will be granted according to law.

A member of the National Guard (or any reserve component of the Armed Forces) who is called to temporary active duty in case of civil disturbance or national disaster may receive a combined wage from the university and the military equal to, but not exceeding, his salary for that period. If the daily rate received for temporary active duty exceeds the daily rate of the employee from the university, he may elect to accept the higher rate, in which case he shall receive no compensation from the University. The amount of compensation received for temporary active duty should be reported to the Payroll Office

within thirty days after release from temporary duty. Appropriate adjustment to offset the amount received shall be made on the next regular payroll. Temporary active duty shall not be deducted from the time allowed for regular military training periods.

Funeral Leave. Funeral leave with pay will be granted for a period up to three days for the funeral of a member of the immediate family or household, and up to one day for the funeral of a relative outside the immediate household. Any leave beyond these amounts may be approved by the chairman of the department and charged against accured university sick leave.

Members of immediate family are: husband, wife, mother, father, brother, sister, children, mother-in-law, father-in-law; or any relative within the first degree living in a household.

Definition of relative: aunt, uncle, niece, nephew, in-laws other than described above, cousins within the first degree, grandparents.

Jury Duty. No deduction in salary will be made for a faculty member who has been granted a leave of absence for jury or witness.

Leave Without Salary. Under certain circumstances, leaves of absence without salary are permissable and should be requested through the chairman of the department and the appropriate dean or director. Generally, such leaves may be granted when there is assurance that the vacated position can either be absorbed or that a suitable replacement can be secured; and when the university will benefit by the experience gained by the person on leave.

TRAVEL

When a faculty member wishes to travel at the expense of the university, he must file a request in detail with the chairman of the department or other immediate supervisory officer. The chairman of the department or other supervisory officer is required to clear the travel item with the Dean or Director of the appropriate agency.

Extension travel is administered by the Director of Continuing Education and Community Service.

Employees of the university traveling on official university business are no longer exempt from the tax on air transportation.

If the proposed travel calls for going beyond state lines, such requests should be made far enough in advance so that they may be forwarded to the office of the appropriate vice president 30 days in advance of the proposed trip. Faculty members are required to pay 10 percent of the cost of transportation on out-of-state trips.

Requests for reimbursement for travel taken, must be submitted to the Business Office no later than 30 days after travel was completed.

EMPLOYMENT OF RELATIVES (NEPOTISM)

When the employment of more than one member of a family occurs, the relationship shall be noted in the President's Report to the Board. The relationship will also be noted when tenure is recommended for any faculty member if another member of his family is employed.

When two members of the faculty in the same department marry, and one comes under the supervision of the other, then one must accept reassignment to another department; if no assignment is available or possible, then one must resign, even if both have tenure. This is not to be effective if both members of the faculty, who are in the same department and marry, were on the staff prior to the date of adoption of this provision (February 25, 1965).

OUTSIDE ACTIVITIES AND EMPLOYMENT

The university encourages extra professional activities which contribute to individual and institutional development and/or provide needed community services, if such activities do not substantially interfere with the specific contractual responsibilities of the individuals involved. Furthermore, the university endorses the principle of appropriate incentive for such activities in the form of promotion, salary increases, and released time.

Acceptance of teaching employment in another institution, however, is discouraged. If approved, such teaching is subject to the same limitation as "extra-pay" extension teaching; that is, two courses not lasting over one semester each may be taught in a given academic year. Employment as a consultant or in other capacities may be accepted as long as there is no interference with the regular performance of duties and if approvals of the chairman, dean, and Vice President are secured.

TEACHING IN THE CONTINUING EDUCATION AND COMMUNITY SERVICE PROGRAM

If a faculty member wishes to teach in the Continuing Education and Community Service Program, he must first receive the approval of the chairman of the department and then the approval of the office of Continuing Education and Community Service. A faculty member may teach in another department as long as he has the approval of the chairman of that department. The Director of Continuing Education and Community Service, works with the chairman of the department and the dean of the given School or College.

The extension course may or may not be part of the faculty member's teaching load. It is permissable to teach two extension courses during the academic year for extra pay if such teaching constitutes an overload. Faculty members

Faculty members who receive extra compensation for teaching in the extension program are paid on a monthly basis, with the pay added to their regular paycheck.

The university will employ its own staff first in the Continuing Education and Community Service Program but may also employ qualified outside personnel.

SUMMER EMPLOYMENT

It is the general aim of the university to provide summer employment to those staff members who want it. Courses are programmed for summer teaching and qualified staff members assigned when it is reasonable to assume that satisfactory enrollments will be obtained.

Since the enrollment in the summer is less than that during the year, the size of the staff needed is smaller. For that reason, the various departments rotate summer teaching assignments following general policies.

INSTRUCTIONAL INFORMATION

ADOPTION OF NEW COURSES

Proposals for the adoption of new courses may originate with any source--department, council, individual faculty member, or administrator. The proposal is first considered by the school or department in which the course would be taught. If the proposal receives departmental approval, it is forwarded to the curriculum committee of the College or School and then to the Council on Academic Affairs or the Council on Graduate Studies. If the proposed course (undergraduate or graduate) is to be required for teacher certification, the proposal is then sent to the Council on Teacher Education.

All eight items should be answered in the following format for new course proposals:

1. Catalog description in the style of the university catalog, showing: (a) course number, (b) title, (c) credit, (d) semesters to be offered, (e) short title--not to exceed 15 characters, including spaces, (f) course description--not to exceed four lines, (g) prerequisite(s)

2. Rationale:

   a. Purpose of and need for the course.
   b. Justification of the level of the course.
   c. Required or elective; specify program(s) or major(s) in which the course is to be counted. If the proposed course causes a change in a specified major or minor, a proposal to change the major or minor is required.
   d. Date to be effective (if not approved before 1 November of any year, the course should probably not become effective until the year following publication of the next year's catalog).

3. Outline of the course, specifying units of time (e.g., weeks) to be devoted to the different items of content.

4. Implementation of the course:

   a. Name of staff member(s) to whom the course is to be assigned initially.
   b. Texts and supplementary materials to be used.
   c. Special projects or laboratory experiences to be involved and an estimate of cost requirements.

5. Similarity to existing courses. Catalog statements of related existing courses should be examined carefully. Whenever this examination suggests a possibility of duplication of course content, a new course proposal should be discussed with the appropriate deans, directors, department chairmen or curriculum committees. A written statement of the reaction to the proposal revealed by this discussion should be submitted with the proposal to the Council.

6. Junior colleges. Does the department recommend acceptance of transfer credit from a junior college in this particular course?

7. Date approved by the department.

8. Date submitted to appropriate curriculum committee.

ACADEMIC COUNSELING

All new freshmen and certain transfer students are assigned an academic advisor in the Advisement Center. This advisor assists the student in the selection of courses appropriate to the student's declared major. The goal of the Center is to provide the new student with a focal point for contact on academic matters during his first few terms in college after which he will be transferred to an academic advisor in his major department.

Departmental faculty members become academic advisors upon nomination by the chairman of the department, subject to review and approval through the Office of Registration. Advisees are assigned to departmental academic advisors by the department chairman. Faculty members not serving as academic advisors may be assigned to assist in routine duties on registration days.

TEACHING LOAD

The normal teaching load is twelve teaching units; adjustments are made for lab courses and graduate courses.

CLASS ATTENDANCE

Academic instruction at the university operates under the principle that class attendance is necessary to the complete learning process. Therefore, students are expected to attend their classes unless prevented by illness, an official university activity, or other urgent reasons.

If the student is absent from class for a legitimate reason which is established through the University Health Service or the Office of the Dean, Student Personnel Services, the instructor should afford the student a reasonable opportunity to make up work missed, including examinations. When the absence is unexplained, no such opportunity need be afforded the student.

A student who is absent from class, for whatever reason, is held responsible for the class material covered during his absence and he is expected to turn in all the exercises, papers, etc., assigned for submission during the course. However, the instructor will not use the mere fact of absence as a factor in determining a final course grade, since such evaluations are based on achievement and are expected to measure learning--not attendance.

Instructors are responsible for keeping in their classbooks accurate records of the attendance of all members of their classes. The attendance record of any student shall be submitted to the Vice President for Academic Affairs; Office of the Dean, Student Personnel Services; or Dean, Student Academic Services, upon request.

If a student is absent from a given class for more than five consecutive sessions or establishes a pattern or record of absences which becomes a matter of concern to the instructor, the instructor will notify the Office of the Dean, Student Personnel Services, of the student's absence record, requesting that inquiries concerning the reason for absence be made.

LATE ARRIVAL TO CLASS

In the event an instructor is not present in the classroom at the time the class is scheduled to begin, the students will wait ten minutes, and if at that time the instructor has not arrived, the students may dismiss themselves.

TEXTBOOKS

Textbooks for courses in the curriculum include basic textbooks, reserve books, supplementary textbooks, and workbooks. Basic textbooks and reserve books (including copies of supplementary textbooks) are supplied by the Textbook Library. Supplementary textbooks and workbooks are available for sale by Charleston booksellers including the University Bookstore but are not sold by the Textbook Library.

Basic Textbooks. Adoption of a basic textbook for a course planned and taught by one instructor is recommended by that instructor and approved by the chairman of the department. Textbooks for other courses are based on a departmental decision approved by the department chairman. In case there are multiple sections of a course, the same basic textbook will be used in all sections. The sum of the list prices of the approved basic textbooks for any one course should not exceed $20.

A separate request is required for each adoption of a basic textbook for a particular course. This request should indicate:

(1) For the book recommended as a textbook: its title, author, publisher, course in which it will be used as a textbook, semester needed, number of copies needed, and list price.

(2) For any book to be discontinued as a basic textbook for that course if the recommended adoption is approved: its title, author, publisher, list price, date of adoption, and, in case the date of adoption was less than three years ago, the number of semesters of scheduled use (with supporting data regarding other courses in which the book was used if this is pertinent).

(3) For any other book to be continued as a basic textbook for that course: its title, list price, and date of adoption as a basic textbook for that course.

Reserve Books. Books may be placed on reserve in Booth Library for the use of students in a class during a semester only if they contain supplementary reading which the instructor will require during that semester. The maximum number of titles that may be placed on reserve for any one class is ten, unless special arrangements are made with the Director of Library Services. Faculty members (or departments) desiring that certain books be placed on reserve in Booth Library for a given semester should first determine if the books are available for that purpose.

The total number of copies of a book on reserve during a semester for a section or sections of course shall not exceed one copy for each 15 students in the estimated enrollment of those sections. Expected enrollments may be rounded upward to integral multiples of 15 (8 up to 15, 33 up to 45, 70 up to 75, etc.) for the purpose of determining the maximum number of copies that may be placed on reserve.

If a given title or sufficient copies of a title are not available in Booth Library, departments desiring that the book be placed on reserve may submit a request-to-purchase to the Textbook Library, indicating the course and sections, the total expected enrollment in those sections, the number of copies available in Booth Library for those sections, and the number of additional copies to be purchased from Textbook Library funds and placed on reserve for those sections. The sum of the list prices of the new titles that may be purchased from Textbook Library funds to be placed on reserve for a given class should not exceed $30.00. (For more information on reserve materials, see the "Library" section below.)

Supplementary Textbooks. If an instructor considers it desirable for his class to supplement the approved basic textbooks for that class, and if the chairman of the department approves, the instructor may recommend, but not require, that the students in his class purchase certain supplementary items of low cost, usually in paperback editions. The sum of the list prices of the supplementary textbook titles for one class should not exceed $5.00. No title shall be approved as a supplementary textbook for a given class unless it is also approved as a reserve book for that class.

The approved request-to-purchase form is submitted by the chairman of the department directly to the Textbook Library. The request form lists the expected

enrollment in the class(es), the number of copies available in Booth Library for reserve use by that class, and the number of additional copies to be purchased and placed on reserve in Booth Library for that class.

The instructor should not use supplementary textbooks, which may be different from section to section, to violate the principle that multiple sections of a course are required to use the same basic textbooks.

Workbooks, Dictionaries, and Handbooks. Workbooks, laboratory manuals, and other materials that can be used for a course for only one semester are purchased by the student.

Each student in certain English classes is required to have for his exclusive personal use a dictionary as prescribed by the English Department.

Students in certain classes may be encouraged to purchase handbooks for their individual use provided that such items have general reference value in many different courses of a discipline.

INSTRUCTIONAL MATERIALS SERVICE

Various films, tapes, video tapes, tape recorders, projectors, screens, and television equipment can be borrowed by faculty members, free of charge, from the Audio-Visual Center in Booth Library. Catalogs listing available films and order forms are located in the main office of each department. Films may also be ordered from other sources--these catalogs are kept in the Audio-Visual Center.

Audio-Visual will furnish operators if the faculty member doesn't know how to use the equipment.

The Instructional Materials Service has a production department which dubs tapes, makes transparencies, and allows faculty members to make slides.

LIBRARY

The following schedule is maintained, with occasional variations:

Monday - Thursday	8:00 a.m. - 10:00 p.m.
Friday	8:00 a.m. - 5:00 p.m.
Saturday	9:00 a.m. - 5:00 p.m.
Sunday	2:00 p.m. - 10:00 p.m.

During school holidays, the hours will be posted on the library doors.

Books and other library materials, with a few exceptions, are loaned to faculty members for one semester. These loans will be renewed at

the request of the faculty member for a second semester. All books are subject to recall by the Librarian.

Reference books and unbound periodicals can be checked out overnight. Bound periodicals can be checked out for one week.

Books for supplementary reading may be placed on reserve. The loan period on such books is two hours during the day and overnight. Cassettes, records, tapes, and slide modular units may also be placed on reserve. Requests for books to be placed on reserve should be sent to the Reserve Room on the printed form, supplied by the library upon request. At the beginning of a semester, the requests should reach the Reserve Room seven days before an assignment is made; during the semester two days advance notice is needed, assuming that the book is in the library. It is not recommended to announce that titles are being placed on reserve, because students immediately rush to the library to check them out. (For more information on reserve books, see the "Textbook" section above.)

Funds for purchase of books for the library's regular collection are allocated every year on the basis of how much library support is needed for the undergraduate and graduate courses offered in different subject fields and what the fields are where new programs are being planned without adequate library support. No special allocations are made to individual instructors, but their participation in the library's acquisition program is most welcome.

Requests for the purchase of books or for subscriptions to periodicals should be sent with the approval of the chairman of the department through the department library committee or liason officer.

Periodical subscriptions are generally on a calendar year basis. Requests for new magazines are considered when and if funds are available.

All requests for inter-library loans must conform to the code adopted by the American Library Association. Basically, only materials needed for individual research by an instructor or graduate student working on a thesis will be requested from other libraries. Materials intended for class use are not borrowed. Generally, libraries refuse to loan bound periodicals and masters or doctoral theses. Contact the Reference Room to request an inter-library loan.

Individual carrels may be used by faculty members and graduate students. They are located near the Reference Room, and a request card may be filled out at that desk.

OFFICE HOURS FOR TEACHING FACULTY

Each instructor should set aside a regular schedule of office hours during which he will be available for conferences with his students. These hours must be advertised by posting on or near the instructor's office door.

FINAL EXAMINATIONS

Final examinations are held on designated days at the end of each semester. Each final examination will be given at the time scheduled for it. Only with the written approval of the Dean of Student Academic Services may a member of the faculty use the final examination time for any purpose other than administering the final examination. No changes in the schedule for examinations may be made without the approval of the Dean of Student Academic Services.

GRADE REPORTS

IBM procedures are used in recording grades. Because of this it is highly important that all grades be turned in before the deadline set, as time for processing them between semesters is limited and the work cannot be started until all grades are in.

The official grade appears on the student's grade report issued by the Records Office. The Records Office will not release advance information concerning grades except to deans or other administrative officers who need the information for counseling students.

Faculty members who wish to give advance unofficial information regarding grades earned by students in any semester may release grades to students after the hour at which grades are due in the Records Office by any means he chooses so long as the method protects the student's privacy.

A grade of Incomplete (E) may not be given simply because a student is late in completing work, but only when prevented from completing requirements of the course because of illness or other similar cause. Before giving such a grade the faculty member should read the detailed statement in the catalog and should be aware of the procedures for making up incomplete work and getting a grade.

Final grades cannot be changed without obtaining the approval of the appropriate academic dean, which will not be granted unless a demonstrable error is established. The request for the change of grade must be in writing and sent to the appropriate academic dean.

FACULTY BENEFITS, SERVICES, FACILITIES

ORGANIZATIONS

Eastern has active chapters of the following organizations on campus.

The American Association of University Professors. Active membership in AAUP is open to teachers and research scholars holding faculty status. Membership application forms can be obtained from one of the local officers, or from the national office: AAUP, 1 Dupont Circle, Suite 500, Washington, D. C. 20036.

The Illinois Association for Higher Education (IAHE) is a special unit of the Illinois Education Association (IEA). To join, fill out an application obtained by writing the Executive Secretary of IAHE, 100 East Edward Street, Springfield, Illinois 62704.

INSURANCE

All employees of the University working half time or more for six months or more are covered by health insurance which is state-paid. Also state-paid is life insurance coverage for half the annual salary of the employee. This insurance is mandatory and administered by the Illinois Department of Personnel.

Employees may, as an option, purchase the other half of their annual salary coverage in life insurance in the amount of $2,000 for spouse and $1,000 for children.

Dependent health-coverage may be secured from the same company as the employee's health insurance, on payroll deduction with three options available. Golden Rule Insurance Company also offers a group plan for dependent health-coverage.

An optional term life-insurance plan is available to all employees from Northwestern National Life Insurance Company at a reasonable cost for both employees and dependents.

Information on any of the above programs may be obtained by calling the Payroll Office.

RETIREMENT SYSTEM

A new employee will be required to participate in the State Universities Retirement System after three years of continuous employment. You may elect to begin participation on the first day or after one or two years of employment by filing a notice of election to participate with the University. This election must be filed not more than thirty days after the first day of employment if you wish to participate immediately, or prior to the end of the first or second year, if you wish to defer participation until such time.

If you do not elect to participate beginning the first day of employment, you may, at a later date, make an additional contribution to receive credit for this prior period, if you were a full-time and continuous employee. If you were employed less than full-time, you will not be permitted to make an additional payment to receive credit for the prior period.

Applications for membership in the retirement system and additional detailed information may be obtained from the Vice President for Business Services.

TAX-SHELTERED ANNUITIES

A faculty member may arrange with the Payroll Office and one of several approved companies to have a limited amount of his salary paid monthly toward the purchase of an annuity. The amount so designated is exempt from federal income tax until it is withdrawn, presumably after retirement.

Continental Insurance Company, Prudential Insurance Company, Massachusetts Mutual, Northwestern Mutual, and TIAA-Cref are the five approved companies through which faculty members may purchase annuities. Information on TIAA-Cref may be obtained at the Payroll Office; for information on the other four companies, the individual must contact the company itself.

To enroll, the faculty member must complete application and deduction cards, both of which must be approved by the Board of Governors before the annuity is effective. The first enrollment is irrevocable for one year. Once enrolled, the individual is permitted one change per year.

EDUCATIONAL BENEFITS

A faculty member holding the rank of instructor, assistant professor, associate professor, professor, executive assistant, or a faculty assistant, may audit or enroll for credit in any course for which he has the prerequisite, with exemption from tuition and fees, subject to the following regulations:

A faculty member, or a faculty assistant, on a full time contract may enroll for two courses (8 sem hrs) in any one term, subject to approval by the Vice President for Academic Affairs.

A faculty member on a part-time contract or a faculty assistant employed for at least one-half time may also enroll for two courses (8 sem hrs) in any one term, subject to the same approval.

Each faculty member who wishes to enroll for credit in a course must file with his department chairman a statement outlining the extent and goals of his proposed program of studies. The department chairman will forward the statement with his recommendation to the appropriate dean or director who forwards the request to the Vice President for Academic Affairs for final approval.

In the case of a faculty member with a master's degree, any credits which he may earn in a department which does not offer a sixth year program may not be included in the one-year of graduate work beyond the master's (or sixty semester hours beyond a bachelor's) required for tenure and promotion to the rank of assistant professor, except when such courses are acceptable and transferrable to an institution offering sixth year or doctoral work as part of the approved program. Such graduate credits which may be earned in a department as a part of a program leading to a sixth year or doctoral degree in an appropriate academic discipline may not exceed more than one-half of the credits in the one-year graduate work requirement.

HEALTH SERVICE, ACCIDENT REPORTS

The Health Service will treat accidents and minor injuries which occur on the job. All employees receive Workmen's Compensation; thus if a faculty member is injured during working hours, all medical expenses will be paid by the state.

If an accident occurs, the employee should first report to the Health Service for medical attention. There he will fill out an accident-report form. As soon as possible, the person himself or the Health Service should call the Office of Non-Academic Personnel, and another accident-report form must be completed. All bills should be sent to the Office of Non-Academic Personnel.

Faculty members and their families may receive certain immunizations for travel from the Health Service, but this is the only instance in which faculty families can receive medical attention.

House calls will not be made, of course.

SECRETARIAL SERVICES

Each department has a civil service secretary. Larger departments are supplied with additional civil service secretarial help according to need. If an office needs another secretary, a short note of request should be sent to the Vice President for Academic Affairs. After his approval it is forwarded to the Vice President for Administrative Affairs. The Office of Non-Academic Personnel will then send the appropriate forms to be completed.

Student help is also available, subject to need and to budgetary limitations. Each department has its own budget and can hire students. If a faculty member would like to hire a student worker, he should consult the chairman of his department. If funds are available, the department chairman or the individual faculty member may call the Director of Financial Aids, who will send qualified persons to be interviewed. The student hired must be a full-time student and have at least a 2.00 grade-point average. If a faculty member wishes to hire a student who has not applied through Financial Aids, it is his responsibility to verify that the student's academic standing is adequate. The employer himself, rather than Financial Aids, does the hiring. After a student has been selected, a Student Employment Assignment and Authorization Form must be completed and signed by the fiscal agent.

DUPLICATING AND PHOTOCOPYING SERVICES

Duplicating Services is located in the Student Services Building. It offers a variety of duplicating methods (spirit duplicating, mimeographing, and offset printing). Limited duplicating services are also available in Coleman Hall.

OFFICIAL NOTICES IN THE EASTERN NEWS

The Office Of University Relations conducts a program of Official Notices in the Eastern News through the purchase of advertising space.

Items to be considered for publication as Official Notices may be submitted to the Office of University Relations. The notices should be brief and deal with significant matters of interest to the University community.

MARTIN LUTHER KING, JR., UNIVERSITY UNION FACILITIES

Union Hours. Sunday through Thursday, 7:00 a.m. to 11:30 p.m.; Friday 7:00 a.m. to 12:00 a.m.; Saturday, 8:00 a.m. to 12:00 a.m.

Bookstore. Hours are 8:00 a.m. to 5:00 p.m., Monday through Friday. Supplementary book requests, for classes, may be handled through the bookstore manager.

Scheduling. All scheduling requests (other than classroom facilities) are handled through the Arrangements Office in the Union. Requests for meeting rooms, conference housing, dining facilities, etc. should be addressed to the Director of Arrangements.

Check Cashing Service. Checks up to $25 may be cashed at the west end of the main hall from 9:00 a.m. to 4:30 p.m., Monday through Friday.

Cafeteria Facilities. Lunch is served daily from 11:00 a.m. to 1:00 p.m. (except Saturdays), and dinner is served Monday through Thursday from 5:00 p.m. to 6:15 p.m. There is a Friday buffet from 5:00 p.m. to 7:00 p.m. Coffee and doughnuts are available weekday mornings.

Recreation. Twelve bowling lanes and six billiard tables are open to faculty use. Bowling is $.50 a line, pool $1 per hour.

PARKING PERMITS

One can apply for a parking permit at the Security Building. The price is currently $20 per year. A designated parking lot, as close as possible to the faculty member's place of employment, will be assigned.

MAIL SERVICE

The University Mail Service, which performs only limited service and does not operate as an official United States Post Office, is located in the Service Enterprises Building.

Because of the heavy volume of university mail, staff members are requested to have personal mail, particularly magazines and packages, sent to their home addresses.

CAMPUS MAIL REGULATIONS

U.S. Mail And Campus Mail Must Be Kept Separate At Pick-up Points

Campus Mail Should Be Sent In GREEN or MANILA Envelopes Only And Must Show Full Name And Department of Addressee

I. Intra-Campus Mail

A. Acceptable Mail

1. Inter-office communications concerning university business.

2. University department circulars.
3. Circulars and publications of authorized honorary and professional societies.
4. U.S. mail to addresses not covered by established Post Office routes.
5. Unstamped confirming telegrams delivered to University Mail Office by Western Union.

B. Non-acceptable Mail

1. Material which if stamped would be prohibited by Federal Postal Regulations.
2. Personal unstamped mail involving other than University business.
3. Personal greetings in bulk.
4. Literature, circulars or notices originated by non-University organizations.
5. Personal books, membership recruitment, petitions, or money solicitations not authorized by University administration.
6. Election or campaign literature.
7. Items of material value.
8. Unstamped commercial solicitations.
9. Unstamped advertisements for the sale or rental of personal or real property.
10. Student course projects.

II. United States Mail

1. U.S. mail - not stamped - with other than an EIU return address will not be processed by the Mail Department.
2. Sealed, unstamped U.S. mail with no return address will be turned over to the U.S. Post Office for disposition.
3. U.S. mail connected with research projects is to be separately bundled and identified as to proper agency account and charged to agency account.
4. U.S. mail is not to be used for student course projects unless mail is properly stamped.

III. Circulars and Bulk Mailings

1. Mailings of 25 or more identical pieces which are to be processed through the University Mail Room is to have an open copy of the mailing attached.

TELEPHONE AND TELEGRAPH SERVICES

University telephones may be used only for university business.

Long distance calls for university business should be kept to a minimum. All such calls are to be reported to the department chairman who will be responsible for keeping a list of the calls made. Each month the department chairman will receive a copy of the bill for the phones in his department. Any calls that are listed which are to be paid from a special fund or account should be identified.

Long distance personal calls are in violation of State Statutes. If emergency toll calls are necessary, the operator should be asked to make the charge to the home telephone. If the charges appear on the departmental bill, the name of the person making the call should be indicated on the bill, and payment for the charges should be made to the Business Office.

Telegraph service is handled in the same way as telephone calls.

USE OF UNIVERSITY AUTOMOBILES

Cars are available to the faculty for official university business only. A vehicle-request form must be completed and turned in approximately 72 hours before the car is actually needed. These forms can be obtained from the Store Room in the Service Enterprises Building and must be returned to the same department, complete with the signature of the chairman of the department.

The cars are filled with gas each morning. The department is charged $.12 per mile. If a faculty member will be traveling a long distance, a credit card will be issued to him.

HOUSING

The Housing Office will assist new faculty members in finding housing in the community. Students are given preference in rentals for the University Apartments. However, after all married students have been accommodated, University Apartments will be rented to faculty members for a limited time.

If all these apartments are rented and a faculty member needs a room for a few days while looking for an apartment or a house, he may rent an available room in one of the residence halls.

RESPONSIBILITY FOR USE OF BUILDINGS AND FACILITIES

The various buildings and facilities of the university are available to student groups, faculty groups, alumni, and others when such use does not interfere with the instructional program.

The scheduling of the use of any campus facility, including food service facility, is handled by the Director of Arrangements, whose office is in the

University Union. The only exception is the use of room by regularly scheduled classes. All scheduling of rooms for classes is approved by the Vice President for Academic Affairs, who also determines the hours specific academic buildings are open for use by students.

KEYS

Key Assignment Cards for obtaining keys for buildings and offices may be obtained from Central Receiving in the Service Enterprises Building. These cards must be signed by the department chairman.

BULLETIN BOARDS

Campus bulletin boards which are available for general use may be used only with the permission of the Director of Student Activities and Organizations. Other bulletin boards are used with the permission of the department or office or organization which has been assigned responsibility for the area.

CULTURAL, SOCIAL AND RECREATIONAL OPPORTUNITIES

CLUBS AND ORGANIZATIONS

The American Association of University Women consists of women who have graduated from colleges and universities accredited by the association. The main purpose of the AAUW is to help continue the education of its members, through study-groups in literature, ecology, politics, etc. The scholarship fund of the AAUW is used to help women (members and non-members) further their education.

Monthly meetings of the Charleston-Mattoon branch of the AAUW (including meetings of the various study-groups) are announced in the Coles County Times-Courier.

Faculty Dames is designed for faculty women and wives of faculty members. Members may sign up for "interest groups", which include knitting, painting, crafts, gourmet cooking, volleyball, physical fitness, etc.

There are four general meetings a year, announced in the Eastern News and the Faculty Campus Newsletter. To become a member, simply attend one of the meetings.

Phi Delta Kappa is an honorary fraternity in education, presently restricted to males (though there is an active lobby to make the organization co-educational). The basic purpose of the fraternity is to improve and further education.

Members meet once a month. Dues are approximately $15.00 annually (which includes the purchase of a monthly journal). A local newsletter announces information about meetings and other significant matters. Anyone interested in joining Phi Delta Kappa should contact one of the officers (a list is posted in the Office of the Director of Student Activities and Organizations in the Student Services Building).

Student Organizations. A list of the many student organizations is available from the Office of the Director of Student Activities and Organizations, in the Student Services Building. Faculty members usually serve as advisors to these various groups and may be invited to serve as official chaperons for social events.

MUSIC

Approximately 125 performances a year are usually announced in the Faculty Campus Newsletter.

The Music Department encourages faculty participation in instrumental, orchestra, and chorus performances. Interested persons should call the department to schedule an audition.

The various instruments of this department may be used only be faculty members enrolled in a class which requires practice on a particular instrument.

The University Board sponsors special concerts (approximately six big-name entertainers are brought to the campus each year) which are well publicized in the Eastern News.

ART

The Paul Turner Sargent Art Gallery in Old Main brings to the campus exhibitions selected from various areas of the visual arts. These shows include paintings, ceramics, photography, sculpture, jewelry, prints, textiles -- a collection is usually on display for a three week period. Special lectures and films related to the exhibitions are scheduled from time to time.

Faculty members are offered the opportunity to exhibit their own works in the Sargent Art Gallery. Faculty exhibits are held annually, and individuals can schedule one-man shows. Those interested should contact the Gallery Director.

Usually two or three auctions are held annually; both students and faculty can participate. One auction may be held on the square in downtown Charleston, the others are held on campus.

FILMS

The University Board offers both free and low-cost movies every week during the school year.

The Eastern Film Society presents a series of outstanding movies, including foreign, American, classic, and experimental films, at nominal admission prices. Films are announced in the Faculty Campus Newsletter and in the Eastern News.

The Film Society also presents a short film, usually of historical or experimental significance, each week during the semester. These films are free and are announced on Bulletin boards near the English Department in Coleman Hall.

For students and faculty who wish to produce and discuss their own films (usually 8 or Super 8 millimeter), the Film Society offers a film-making group. Interested persons can contact the English Department.

LITERATURE

The Vehicle, a creative magazine of student work, is published three times annually.

Karamu, a literary magazine of about one hundred pages, is published once a year at Eastern by members of the English Department. It includes original short stories, poems, drawings, and articles on contemporary literature submitted by writers from all over the country. The magazine, started in 1966, is independently financed and has a circulation of three hundred copies. A copy of the magazine may be purchased for one dollar from the English Department.

THEATRE

The Department of Theatre Arts sponsors a variety of activities. Full-length plays and full-length oral interpretation programs are presented each year as public performances. Each week a student-directed workshop program is produced; this activity includes short plays, skits, readings, and demonstrations.

The Charleston Community Theatre offers several plays during the year, and faculty members are actively involved in these productions.

RECREATION

Bowling Leagues are open to faculty and staff members. One may sign up in the Recreation Area of the University Union. The Eastern News and the Faculty Campus Newsletter carry announcements of the first game.

Pool Tournaments, open to faculty members, are announced in the Eastern News; those interested can sign up in the Recreation Area of the University Union.

Lantz Building Facilities: Faculty members may check out a locker, lock, and towel at the Equipment Room. Opportunities for engaging in informal recreational activities are provided for faculty and staff members in the Lantz Physical Education and Recreation Building during the noon-hour period on weekdays when school is in session. Equipment and facilities are available for badminton, basketball, fitness exercises, handball, indoor tennis, racquetball, shuffleboard, table tennis, and volleyball.

A family recreation program for faculty and university staff is offered on weekends (Saturdays from 7:00 to 9:30 p.m. and Sundays from 1:00 to 3:00 p.m.). A fee of $16 for the regular school year of $9 per semester is charged for membership in the weekend program. Fees cover all members of the family, eight years and older. Children under this age are not permitted use of the facilities because of the hazards involved in the building, including the swimming pool where the minimum depth is four and one-half

feet. A special swimming program for children four years of age and older is provided at the Laboratory School on Sundays from 1:00 to 3:00 p.m. All children engaging in this swim period must be accompanied by a parent. Activities conducted are the same as those in the noon-hour program. Locker assignments for the university personnel are available but family members have only temporary use of locker rooms while they are engaged in activities. Application forms and information regarding this program are distributed through the Faculty Campus Newsletter. Address inquires to the Intramural Office, telephone 581-2821.

TICKETS FOR ATHLETIC CONTESTS

Faculty members are admitted to football and basketball games at a reduced rate. There is no charge for other intercollegiate contests.

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